

NOTICE OF MEETING AND AGENDA
December 11, 2019, 10:00 A.M.
Indiana Archives and Records Administration
Conference Room 29
Indiana Government Center South – First Floor

MEETING OF THE OVERSIGHT COMMITTEE ON PUBLIC RECORDS

- I. CALL TO ORDER
- II. DATE OF NEXT MEETING (January 15, 2020, 10:00am – Conf. Room 12)
- III. APPROVAL OF MINUTES (October 16, 2019)
- IV. DIRECTOR’S REPORT
- V. NEW BUSINESS
 - 1. Improving records retention compliance discussion – Meaghan Fukunaga
 - 2. Use of State Seal – Chandler Lighty
- VI. RECORDS RETENTION AND DISPOSITION SCHEDULE(S) (Action Needed)
 - 1. Revenue, Tax Administration
 - 2. Transportation, Assets Management
 - 3. Transportation, Research and Development
- VII. OLD BUSINESS
 - H drive policy update – Meaghan Fukunaga
- VIII. MEETING ADJOURNMENT